



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

ADMINISTRATIVE SPECIALIST

Posting Number

PN# 106950

Department

Library Department

Division

Administration

Section

Deputy Director's Office

Reporting Location

500 McKinney*

Workdays & Hours

M - F, 8:30 a.m. - 5:30 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Provides assistance to the Deputy Director of Library Administration in the coordination of department services, for Human Resources, Financial Services, Houston Area Library Systems, and Houston Library Board. Drafts and prepares correspondence, reports, spreadsheets, presentations, minutes, and other documents; proofs/edits documents for accuracy, content and format. Interfaces with library customers and staff on the telephone, electronically, in person and in writing, regarding complaints, grievances, and to generate information/resources. Must be able to interact and communicate effectively with other City departments on specific assignments and F&A projects, and maintain a level of confidentiality. Coordinates and manages the Deputy Director's community outreach, calendar of events, and professional activities. Performs other duties as requested.

WORKING CONDITIONS

Oral communication skills important; accurate and clear writing skills essential. Must be able to use a computer to access/input information. Must be able to work independently on a wide variety of projects. May require evening or weekend work. Must be able to move freely throughout the unit. The position is physically comfortable; the individual has discretion about walking, standing, etc. Some local travel.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Three (3) years of administrative experience is required.

MINIMUM LICENSE REQUIREMENTS

PREFERENCES

Preference will be given to candidates with advanced computer experience using the following software: Windows 2000, Microsoft Word, Excel, PowerPoint, Access, and Outlook. A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

SELECTION/SKILLS TESTS REQUIRED

The Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 20
\$1151 - \$1,574 Biweekly \$29,926 - \$40,924 Annually

OPENING DATE

October 5, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. TDD Phone Number (713) 837-9471. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer